

County of San Diego
Revised: May 28, 2002
Reviewed: Spring 2003

HOUSING PROGRAM ANALYST I
HOUSING PROGRAM ANALYST II
HOUSING PROGRAM ANALYST III
HOUSING PROGRAM ANALYST IV

Class No. 003556
Class No. 003557
Class No. 003558
Class No. 003548

DEFINITION:

To design, develop, implement, and evaluate existing and proposed low-income housing, community development and/or industrial development programs and community development plans; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

Positions in this class series report to a Housing Program Manager and are allocated only to the Housing and Community Development Department. The Housing Program Analyst class series differs from other analyst classes by the specialized knowledge required of housing and community development programs, finance and real estate related matters.

Housing Program Analyst I: This is the entry-level class in the Housing Program Analyst series. Under immediate supervision, Housing Program Analyst I incumbents learn to develop, implement, and evaluate housing and community development plans and perform progressively more difficult and complex assignments under the guidance of higher class members.

Housing Program Analyst II: This is the first working-level in the Housing Program Analyst series. Under general supervision, Housing Program Analyst II incumbents independently develop, implement, and evaluate housing and community development plans that are considered routine and non-sensitive and work on progressively larger and more complex projects under the guidance of higher class members.

Housing Program Analyst III: This is the journey-level class in the Housing Program Analyst series. Under general supervision, Housing Program Analyst III incumbents independently implement and evaluate a wide variety of housing and community development plans that are sensitive in nature and have a significant impact to the public or community.

Housing Program Analyst IV: This is the lead-worker and highest class in the Housing Program Analyst series. Under direction, Housing Program Analyst IV incumbents independently research, design, develop, implement, and evaluate the full range of housing and community development plans. This class independently performs work that is sensitive in nature and has a significant impact on the public or community and provides technical guidance and training to lower class members. This class differs from the next higher class, Housing Program Manager, in that the latter is responsible for directing, coordinating and supervising the work of one or more departmental sections.

EXAMPLES OF DUTIES:

Identifies and analyzes property by reviewing factors such as geographic location, environmental impact, financial feasibility, government mandate compliance, and community support to determine suitability for lower income housing, community development and/or industrial developments; collects, compiles, and analyzes cartographic, statistical, and narrative data; negotiates, prepares, administers, and monitors contracts; prepares leases, bid proposals, payment

schedules, and other documents; processes sites through land use and regulatory planning approvals and coordinates permit processing; assists in the preparation of project development and construction budgets; monitors construction costing, disbursements, and inspections for pay draws; monitors work and project implementation of professional and technical consultants and grant recipients; negotiates and formulates real property acquisitions, financing agreements, and security agreements; prepares financial analyses, forecasts, and pro forma statements; prepares comprehensive multi-year plans, annual funding programs, grant applicants, technical reports and correspondence to federal and state agencies.

Housing Program Analyst III:

All of the duties listed above and: coordinates financial programs with lending institutions, investment banking firms, bond counsel, building developers, and insurance companies; manages and coordinates project development and construction budgets; prepares project development and construction budgets; monitors construction costing, disbursements, and inspections for pay draws.

Housing Program Analyst IV:

All of the duties listed above and: works independently on the most complex and sensitive housing and community development program matters; provides technical guidance and training to lower classes; prepares and recommends housing and community development policies, procedures, and guidelines to the Housing Program Manager for review and implementation; analyzes and proposes federal, state, and local legislation related to housing, community development and/or industrial development programs; acts as liaison with County departments, governmental agencies, and private organizations; makes presentations on housing and community development and/or industrial development matters to legislative and community groups; and acts in the absence of the Program Manager.

MINIMUM QUALIFICATIONS:

Knowledge Level: T = Thorough; G = General; -- = Not Applicable

Classification Level: I = Housing Program Analyst I
 II = Housing Program Analyst II
 III = Housing Program Analyst III
 IV = Housing Program Analyst IV

Knowledge of:

<u>I</u>	<u>II</u>	<u>III</u>	<u>IV</u>	
G	G	G	G	Architectural and engineering concepts.
G	G	T	T	Program research and statistical analyses methods.
G	G	T	T	Broad concepts of housing, community development and/or economic development including: land use, regulatory planning, community revitalization, socio-economic and legal considerations.
G	G	T	T	Residential and/or commercial real estate acquisitions and security agreements and lending practices.
G	T	T	T	Contract negotiation and administration.
--	T	T	T	Federal, state, and local housing and community development policies, programs, and regulations for lower income households.
--	T	T	T	Real estate development and finance.
--	G	T	T	Tax-exempt mortgage and/or industrial development revenue bonds.
--	G	T	T	Grant applications/preparation.

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Skills and Abilities to:

The following apply to all classes:

- Evaluate existing and proposed low-income housing or industrial development programs and community development plans.
- Monitor and coordinate work of professional and technical consultants.
- Analyze and prepare technical reports, financial and economic data, policies and recommendations.
- Read plans and specifications for structure/construction concepts.
- Perform statistical analysis.
- Communicate effectively in oral and written form.
- Establish and maintain effective and diplomatic working relationships with representatives from the public and private organizations engaged in housing finance and construction issues.

Housing Program Analyst III (in addition to the above):

- Develop, implement, and evaluate existing and proposed low-income housing or industrial development programs and community development plans.
- Negotiate, formulate, implement, and monitor real property acquisitions, financing agreements, security agreements, and other housing-related contracts.

Housing Program Analyst IV (in addition to the above):

- Provide technical guidelines and training to lower classes.
- Research, cost, design, and specify new programs.

EDUCATION/EXPERIENCE:

Education, training, and/or experience, which clearly demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are:

Housing Program Analyst I:

1. One (1) year of professional experience in planning and developing local housing, community development and/or economic development programs; OR,
2. A bachelor's degree from an accredited college or university in business administration, public administration, urban studies/planning, or a closely related field; AND,
 - a) Six (6) months of professional experience in planning and developing local housing, community development and/or economic development programs; OR,
 - b) One (1) year of relevant professional level administrative, research, or analytical experience which included analytical studies and analyses with justifications and recommendations.

Housing Program Analyst II:

1. One (1) year of experience as a Housing Program Analyst I in the County of San Diego; OR,
2. A bachelor's degree from an accredited college or university in business administration, public administration,

urban studies/planning, or a closely related field; AND,

- a) Two (2) years of professional experience in planning and developing local housing, community development and/or economic development programs; OR,
- b) Two (2) years of relevant professional level administrative, research, or analytical experience which included analytical studies and analyses with justifications and recommendations.

Housing Program Analyst III:

1. One (1) year of experience as a Housing Program Analyst II in the County of San Diego; OR,
2. A bachelor's degree from an accredited college or university in business administration, public administration, urban studies/planning, or a closely related field; AND three (3) years of professional experience in planning and developing local housing, community development and/or economic development programs.

Housing Program Analyst IV:

1. Two (2) years of experience as a Housing Program Analyst III in the County of San Diego; OR,
2. A bachelor's degree from an accredited college or university in business administration, public administration, urban studies/planning, or a closely related field; AND four (4) years of professional experience in planning and developing local housing, community development and/or economic development programs.

Note: A master's degree in business administration, public administration, urban studies/planning, or a closely related field may substitute for up to one year of the required experience.

SPECIAL NOTES, LICENSES, OR REQUIREMENTS:

License:

This class requires possession of a valid California Class C driver's license, which must be maintained throughout employment in this class, or the ability to arrange transportation for field travel. Employees in this class may be required to use their personal vehicle.

Probationary Period:

Incumbents appointed to permanent positions in this class shall serve a probationary period of twelve (12) months (Civil Service Rule 4.2.5).